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Report for Week Ending 28 August 1957
from
RECORDS DISPOSITION BRANCH

1. Contributions:

A schedule covering the records of the [] OL has been received and approved for implementation. The schedule contains 19 items and covers approximately 58 cubic feet of records. This completes the scheduling for all OL Headquarters and [] field installations.

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2. Assignments: (Active)

a. Project 6-101- RI/DDP []

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The revised schedule for the records of the DD/P area has been received and is being reviewed. Project is 70% complete.

b. Project 6-40 - Office of Central Reference []

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No change from previous report. Project is 99% complete.

c. Project 6-95 - Office of Personnel []

25X1

No change from previous report. Project is 40% complete.

d. Project 8-8 - Office of National Estimates []

25X1

The schedule has been signed by the DAD/ONE and is now being reviewed by this branch.

During the survey the ARO was induced to replace 11 four-drawer safes with 10 five-drawer cabinets. The cabinets cost \$567.00, the safes \$3883.00, resulting in a replacement savings of \$3,316.

e. Project 8-9 - General Counsel []

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No change from previous report. Project is 30% complete.

3. Assignments: (Inactive)

Project 6-90 - Commerical Staff []

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Report for Week Ending 28 August 1957
from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

(1) Completed 18 actions requiring the printing of 209,000 copies or sets of blank forms. This represents a decrease of 20 actions but an increase of 7,475 copies as compared with last week.

(2) One new and 5 revised forms were approved.

(3) Prevented the use of two new form letters proposed by DD/OL by recommending that punched tapes be made on the Flexo-writer. This will permit individually typed letters to be sent to the contractors using picked pattern paragraphs punched on tape.

b. Intangible

(1) Clarified with Sec. Staff/OL policy pertaining to sterilization practices. [redacted] Actg. C/SS/OL agreed with me that normally the printing of agency form nos on forms does not make the forms less secure as these numbers are not readily traceable.

(2) Tested Offset masters, Form 1014 FBID Economic Brief which will be used in world-wide operations. Tests were OK and operational use starts soonest.

(3) Received and tested 50 proof copies of Form No. 1200 "Biographic Profile" overprinted with electronically conductive ink. These tests were made with four representatives of the IBM Company and [redacted] of the Office of Personnel in attendance. The tests proved highly satisfactory and were returned to the Reproduction plant for completion of printing. *JOB WAS*

2. Assignments

Active

(1) Varityped redraft of the proposed revision of Form No. 30. Request for Approval of Form has been completed and Zerox copies made for early coordination.

(2) Two Employee Suggestions are presently requiring evaluation.

(3) Eighteen new and five revised forms.

(4) Effort is currently being directed to determine the current status of forms in the new numbering which have not been ordered for over 18 months. *SYSTEM*

3. News

(1) The Civil Service Commission has approved an \$8,500.00 award to four employees for their three suggestions which improved the TD Information Reporting System. This is the largest award in the Agency's history.

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Weekly Report for Ween Ending 28 August

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I. Projects Completed

- A. Project 8-10 - Installation of Subject-Numeric Filing System in Office of Chief, Benefits and Casualty Division, OP.
Installation completed 23 August.
Records Disposition completed 22 Aug.
 (1) Destroyed 2 cu. ft.
 (2) Retired 2 cu. ft. of pre 1956 material (subject files)

II. Projects Active

- A. Project 8-12 Installation of Subject-Numeric Filing System in Plans Staff, OP - 5% complete
 (1) Began analysis of file material and classification under Subject-Numeric Files System 8/27/57
- B. Project 8-11 - Subject-Numeric File in DD/Pers/PD. (15% complete) 25X1
Temporarily delayed at request of [] due to clerical 25X1
changes and lack of secretary to be trained in maintenance of new file.

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Week Ending 28 August 1957, Weekly Report
Vital Materials

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Received revised Vital Materials Deposit Schedule for ORR/Services Division. This schedule includes any changes necessitated by the recent organizational changes in ORR as far as the Economic Defense and Services Division are concerned.

A follow-up was made on all file installations made, since last December, in OCI and OSI. Generally, results of this follow-up were very favorable with all persons contacted expressing their satisfaction with the system. A more detailed reporting of comments will be made in separate report.

Our request that OCR/SR review their Vital Materials Deposits has resulted in the authorization for destruction of all their Tabulating card deposits (two IBM card cabinets) and the withdrawal of the contents of two safes. In future their deposits will require only one 4 drawer safe.

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In meeting with [] OCR, I learned that [] OCR/IR will visit the repository within the next two weeks to review the OCR/IR microfilm collection. It is possible that all these reels, (approx 3000) will be withdrawn.

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[] Cable Center OCR, has established October as the date for reducing the retention period from 6 months to 3 months on IAC Cables. With the exception of one file installation in collection Staff/OSI the entire file installation project in OSI has been completed. Request for this one installation was received when our follow-up was made.

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Report for Projects Staff

28 August 1957

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1. [] approved recommendations pertaining to DD/P/CI/[] which involved the relocation of the CI/[] operational branches, shelf filing equipment and mechanized equipment for index cards. A new floor plan will be developed in cooperation with Chief CI/[] to utilize newly assigned floor space.

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2. Shelf Filing Equipment for BR now installed. Awaiting delivery of work stations. File carts and charge out Folders from Remington Rand Inc.

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